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November 3, 1995

VIA UPS OVERNIGHT DELIVERY

Mr. William F. Lynch
Philip Morris Companies Inc.
120 Park Avenue
New York, NY 10017-5592

Philip Morris Records Management

Dear Bill:

You have asked that I give you a summary of the Philip Morris personnel that were trained for the various international companies. We conducted training sessions at Philip Morris International in Rye Brook, Philip Morris EEC, and Philip Morris Hong Kong. Informational meetings were held and questionnaires were distributed to the EEMA Region in Lausanne and in Brussels. Only a fraction of the questionnaires were returned to us, therefore final schedules have not been distributed and the appropriate Record Managers were not trained. See attachments 16-17.

Philip Morris International: The first meeting was held in February 1990 at which time Hunton & Williams distributed 43 questionnaires for Philip Morris International Inc. and 16 questionnaires for the Latin America/Iberia Region. The draft retention schedules were distributed at a training session on September 19, 1990. Upon completion and finalization of the retention schedules, they were given to Bradley Brooks in the Legal Department at PM International. See attachments 1-4. Mr. Hartwell and I met with Timothy J. Linden, Esquire in Ryebrook in May 1992. After reviewing with us the status of the program, Mr. Linden indicated that no further action on our part was required. A copy of his letter is attached. As you will see from his letter, Mr. Linden indicated that he planned to follow up on any outstanding retention schedules.

Philip Morris EEC Region: In May and June of 1991, Arthur DeBaugh and I held meetings in Lausanne, Neufchatel and Brussels.

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At these meetings PM Personnel were given introductory briefings on the program and questionnaires were distributed to the various groups listed in the attachment. The questionnaires were returned to us, and based on the information they provided we then prepared draft retention schedules for distribution to the relevant departments. In September of 1991, Ray Hartwell and Arthur DeBaugh traveled to Lausanne and Brussels where they conducted training sessions and distributed draft retention schedules. These retention schedules subsequently were finalized and sent to Hugh Brass in April 1992. There were two outstanding retention schedules. I am unsure as to the current status of these two retention schedules. See attachments 5-10.

Philip Morris Hong Kong: In February of 1992, Ray Hartwell and Arthur DeBaugh traveled to Hong Kong where they conducted training sessions and distributed draft retention schedules. The Hong Kong drafted retention schedules had been prepared, in conjunction with Bill Proudfit, by using retention schedules that had been prepared for similar departments in other areas of Philip Morris (thereby eliminating one step from the process). These draft retention schedules were revised and sent to Bill Proudfit in July 1992. See attachments 11-15.

Outside legal counsel was consulted in each of these regions regarding length of retention periods, etc. I hope this is of assistance to you. If you have any further questions, please let us know.

Very sincerely,

Patricia J. Elliott
Paralegal

pje

cc: John J. Mulderig, Esq.
Ray V. Hartwell, III, Esq.

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